

WE THE PEOPLE

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Date

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Dear Delegate,

Making the Best Better is our 4-H motto. This newsletter focuses on practices that will help you present yourself in the best manner possible. Putting your best foot forward and knowing how to be a model representative for 4-H is an expectation for the CWF experience.



As an ambassador for 4-H, having good manners and good hygiene, and understanding proper etiquette will give you an edge as you meet with our State's Congressmen, Congresswomen and other teens from around the nation. It also shows respect for others.

This newsletter is designed to give you some tips and resources to help you be the best you can be. Our next workshop will be on _____, from _____ to _____ at _____.

During this workshop we will discuss culture, character and citizenship.

Who Do You Represent?

We have talked a lot about those who represent us in government, on 4-H Councils, at school, etc., but have you ever taken a moment to stop and think about who you represent? Are you making a good impression? Are you able to talk the talk and walk the walk? As a delegate to the Citizen Washington Focus Conference, you will be in a position to represent your 4-H club, community and state. The people who meet you will see you as a representative of all teens in your state and 4-H in general.

This is an important responsibility. You will want to think about how you are perceived by those you meet. What kind of an advocate for 4-H are you? If someone would ask you what 4-H is all about, what would you tell them? What does 4-H mean to you and why is it a valuable organization?

CWF will give you many opportunities to advocate for 4-H. It will be up to you to represent your peers in a way that shows others that you are a person of character. So what will you say? How will you look? Will you be approachable? Will you be respectful of the other guests in the hotel? Will you be caring of your driver and servers? Will you be responsible for your possessions? Will you be on time? Again, think about what your behavior will say about 4-H and your state.



Manners

Manners go far beyond knowing which fork and spoon to use at the dinner table. Manners are about treating yourself and others with care and respect. As a general rule, good manners are part of being a person of good character. Here are a few tips and reminders of ways to demonstrate good manners.

- Men should remove their hats or caps when they enter a building.
- Be respectful of the rights of other hotel guests by not letting your door slam shut or being too loud in the halls or in your room.
- Hold doors open for those who may need assistance.
- Follow the directions of your sponsors.
- When on an escalator, you should stand on the right, not two abreast, so others can get around you.
- Use the words “please” and “thank you” often.
- Keep your belongings together; avoid being a slob.
- Turn your cell phone off or to mute when listening to a presentation.
- Show respect to others by not texting or playing games on your cell phone.

Dining Etiquette

Part of the CWF experience is learning how to act in new situations. Knowing the proper rules for dining will allow you to enjoy the entire experience without too much anxiety or fear of doing the wrong thing. Practice the following Dining Do’s and Don’ts for stress-free dining.

- Don’t place personal items like your purse or hat on the table.

- Sit up straight and keep your arms and elbows off the table. Rest your idle hand in your lap.
- All four feet of your chair should rest on the floor.
- Keep your elbows to your side.
- Avoid reaching across the table; ask for things to be passed.
- Be courteous to your server.
- Help the servers help you by moving aside when they are placing a plate or beverage in front of you or when removing items. Generally, your dishes are served from the left and cleared from the right.
- When in a large group or at a banquet, the general rule of thumb is that when five people have been served, you can begin eating. In a small group, wait until everyone is served.

Table Service

- Hold your flatware between your thumb and forefingers.
- Avoid gesturing with your flatware.
- Use the flatware from the outside and work in.
- After you have used a fork, knife or spoon, place it on your plate. Never lay a used utensil on the table.
- Remove your napkin with your left hand and with your right hand unfold it across your lap under the table. Blot rather than wipe with the napkin. When leaving the table after eating, place the napkin to the left of your plate. Do not wad, shred or stuff the napkin in a glass.

While Eating

- Chew quietly and with your mouth closed. Avoid slurping your beverage, soup or noodles.
- Butter one bite of bread at a time.
- Cut only one or two bites of meat at a time.
- Dip the soup spoon into the bowl away from you. Try not to overfill the spoon.
- Remove foreign objects from your mouth with your fingers and place them on the side of your plate.
- Avoid talking with your mouth full and take small bites.
- If your food is hot, wait for it to cool rather than blowing on it.
- Take small portions, especially at buffets. You can always return for seconds after everyone has been served.

Finishing the Meal

- Don’t push your plate away from you or stack your service when you have finished eating.
- The fork and knife should rest next to each other with the tines and blade toward the middle of the plate.
- Keep table conversation pleasant and use a low tone of voice. Remember, there are others around you. Discuss appropriate subjects at the table; do not ignore anyone at the table.
- Don’t fuss with your hair or makeup at the table. Excuse yourself and go to the restroom for repairs.
- Don’t pick your teeth at the table, even with a toothpick.

Terms You Should Know

- **Apportion**

To divide and assign according to a rule of proportional distribution.

- **Dean of the House**

The longest serving member in the U.S. House of Representatives.

- **Delegate**

A representative of a United States territory elected to serve in the U.S. House of Representatives. Delegates do not participate in votes but do serve on committees. There are delegates from five territories — the District of Columbia, the Virgin Islands, Guam, American Samoa, and the

Commonwealth of the Northern Mariana Islands — the U.S. House of Representatives.

- **Democratic Caucus**

A yearly meeting of all House Democrats.

- **Incorporated Territories**

Regions or districts of the United States not admitted as states but that have their own legislatures and the potential to become a state.

- **Republican Conference**

A yearly meeting of all House Republicans.

- **Resident Commissioner**

A representative from Puerto Rico elected to serve in the U.S. House of Representatives. The Resident Commissioner does not participate in votes, but does serve on committees.

- **Unincorporated Territories**

Regions or districts of the United States that are not admitted as states but have their own legislature and no potential to become a state.

Source: <http://kids.clerk.house.gov/high-school/glossary.html>

Travel & Hygiene

There is nothing more uncomfortable than traveling with someone who smells bad because that person doesn't bath daily, wear clean clothes or refuses to change his or her underwear. During puberty, the sweat glands in our bodies begin to secrete chemicals that can cause foul odors.

The best way to make sure that we are pleasant to be around is simple.

- Wear clean clothes and underwear every day.
- Shower and wash your hair daily with soap.
- Brush your teeth in the morning and before bed.
- Wear deodorant.
- If you didn't bring enough clothes to change daily, find a way to launder them.

If you are uncomfortable about changing your clothes in front of a roommate or have other hygiene issues or concerns, talk to your chaperone. He or she will help you find a discreet solution.

Please use this page to add your own specific information important to your particular group.